

Quick Reference Guide

eSource Supplier Guide

eSource

You use this system when responding to:

- Request for Information (RFI)
- Request for Proposal (RFP)
- Request for Quote (RFQ)
- Request for Qualified Contractors (RFQC)
- Sole Source Notices

Respond to an eSource notification eMail

Step #	Do This:
1	Open e-Mail notification
2	Click on web link (url) in the e-Mail to access the solicitation on the eSource system
2	Enter user ID .
3	Enter password .
4	Click Submit button.

Submitting Response to Solicitation

Step #	Do This:
1	The eSource Summary Information screen for this solicitation will appear after clicking Submit .
2	Click on document hyperlinks in Documents section to access documents with Solicitation details.
3	Click on Save File in Microsoft Word toolbar
4	When the File Download prompt appears, click Save , to save documents to your computer.
5	Open , review and complete information requested in these documents.
6	Rename the file(s) using this naming convention: <i>Solicitation Number_Response_Supplier Company Name_your initials</i> <i>Examples:</i> <i>RFI8470090 Chocolate Cookies_ACMEINC_MEZ</i> <i>Or</i> <i>RFP8470090 Chocolate Cookies_ACMEINC_MEZ</i>
7	If you want to bid later , click on Respond at a later time on the eSource Summary Information screen.
8	If you want to bid now , click on Respond Now on the eSource Summary Information screen to enter your bid information.
9	eSource Supplier Response Form screen appears. Enter the information required in the Header Panel: Bidder Name (Name of person submitting response) Bidder's e-Mail address Supplier phone number Supplier Comments (Issuing Officer cannot see comments until after solicitation closes)
10	Click on Upload Completed Response Documents button. The Supplier Entered Response Documents screen will appear.
11	Click on Browse button to find document(s) on your computer.
12	Click on file(s) you want to upload.
13	Click on Open in Choose File dialog box. (File name will automatically appear in Browse box.)
14	Click on Upload the Document button.
15	Repeat Step 14 until all files are uploaded.

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Step #	Do This:
16	Review all files listed in Supplier Response Document Title box in the Header Panel to make sure all files are displayed, and that you have included all the correct documents. <i>(Failure to use the documents that are provided for your response will result in disqualification of submitted response.)</i>
17	Click on Upload Completed Response Documents to upload your response to the eSource system.
18	Click the Return button. You will return to the Solicitation Summary Screen.
19	Click on Solicitation Instructions to review instructions regarding this solicitation.
20	Click on Terms and Conditions to review the Terms and Conditions attached to this solicitation.
21	Click on Certificate of Non-Collusion to review the Non-Collusion information.
22	Once you have reviewed the Solicitation Instructions, Terms and Conditions, and Certificate of Non-Collusion, place a check mark in the box indicating that you have read and agreed to Terms and Conditions and Certificate of Non-Collusion.
23	Click Ok to confirm that you want to submit your response.

Editing Your Response to a Solicitation

Step #	Do This:
1	Open original e-Mail notification
2	Click on web link (url) in the e-Mail to access the solicitation on the eSource system.
3	Enter user ID .
4	Enter Password .
5	Click on Submit button.
6	Click on document links to open and revise (or add) documents.
7	Save revised documents to your computer.
8	Click Upload Completed Response Documents .
9	Click Update Your Response .
10	Click Ok .
11	Click Cancel if you want to return to Response Submission form.
12	Click on Close Window.

Withdrawing Response to Solicitation

Step #	Do This:
1	Open original e-Mail notification
2	Click on web link (url) in the e-Mail to access the solicitation on the eSource system.
3	Enter user ID .
4	Enter Password .
5	Click on Complete Delete of Your Response
6	Click Ok .